STND-20090310B

STATEWIDE INFORMATION SYSTEMS TECHNICAL STANDARD

Information Systems Geographic Information Systems (GIS) Metadata

Draft

Office of the Chief Information Officer

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I.   Purpose

This **Geographic Information Systems (GIS) Metadata Technical Standard** (Technical Standard) establishes the specifications and requirements to implement and maintain GIS data registered with the Montana State Library (MSL). Registering datasets in a standard format with the MSL portal provides other agencies, governmental units, the private sector, and the public with a common discovery point (portal) and consistent information (metadata) so that they may fully utilize existing data sources.

II.   Authority

The Montana Information Technology Act requires that the Department of Administration (DOA) carry out the planning and program responsibilities for information technology for state government, except the National Guard. §2-17-512(1), MCA. DOA shall promote, coordinate, and approve the development and sharing of shared information technology application software, management systems, and information that provide similar functions for multiple state agencies. §2-17-512(1)(b), MCA. DOA shall establish and enforce statewide information technology policies and standards. §2-17-512(1)(e), MCA.

III.   Applicability

This Technical Standard applies to all public and private entities wishing to register GIS data with the MSL.

IV.   Scope

This Technical Standard encompasses all GIS data registered with MSL.

This Technical Standard may conflict with other information system standards currently in effect. Where conflicts exist, the more restrictive instrument governs. The development of future standards will explicitly identify and retire any superseded portions of current standards.

V.   Definitions

Refer to the List of Common GIS Related Acronyms – Montana centric (at
http://itsd.mt.gov/content/policy/councils/mliac/docs/GIS_Acronyms) for pertinent definitions of
terms commonly used in Montana.

VI.   Requirements and Specifications

Annex A, Technical Specifications Geographic Information Systems (GIS) Metadata, contains
the requirements and specifications for this Technical Standard.

VII.   Compliance

Public and private entities shall comply with this Technical Standard by adhering to Annex A,
Technical Specifications Geographic Information Systems (GIS) Metadata.

VIII.   Enforcement

Under §2-17-511, MCA, the Chief Information Officer will assist and advise the director of the
Department of Administration on the enforcement responsibilities provided in §2-17-514, MCA.

IX.   Change Control and Exceptions

The Procedure for Establishing and Implementing Statewide Information Technology Policies
and Standards governs changes or exceptions to this Technical Standard. Public and private
entities shall submit an Action Request form (at
http://itsd.mt.gov/content/policy/policies/administration/action_request.doc) to request a change
or review. These entities shall submit an Exception Request form (at
http://itsd.mt.gov/content/policy/policies/administration/exception_request.doc) to request an
exception. The State CIO will prioritize and act upon changes to policies and standards based on
impact and need.

X.   Closing

Direct questions or comments about this Technical Standard to the Information Technology
Services Division Administrator at ITSD Service Desk (at http://servicedesk.mt.gov/ess.do), or:

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XI.   References

A.   Legislation

- §2-17-511, MCA Chief Information Officer – duties.

- [§2-17-512, MCA Powers and Duties of Department](#).

- [§2-17-514, MCA Department – enforcement responsibilities](#).

B.   Policies, Directives, Regulations, Rules, Procedures, Memoranda

C.   Standards, Guidelines

XII.   Administrative Use

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